

# REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

STD. 72 (REV. 8/87)

Submit three copies with three copies of  
the Records Retention Schedule, STD. 73.

TO: (1) DEPARTMENT OF GENERAL SERVICES  
OFFICE OF RECORDS MANAGEMENT

(2) CHIEF, STATE ARCHIVES  
1020 "O" Street, Room 130  
Sacramento, CA 95814  
445-4293 or ATSS 485-4293

- ☒ Check this box to indicate ALL items in the schedule have been reviewed, (A new approval number will be assigned.)
- ☐ Check this box to indicate only certain items in this schedule have been reviewed for revision, addition, or deletion.  
(The original approval number will remain in effect.)

## PART I — AGENCY STATEMENTS

As the program manager directly responsible for the records listed on the attached schedule, I certify that I have reviewed the need for the records, that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

SIGNATURE — MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS  
*Walter Shuman Smith*

TITLE Management Services Technician DATE 9/20/88

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE — RECORDS MANAGEMENT COORDINATOR

*Walter Shuman Smith*

DATE

TELEPHONE

Management Services Technician

DATE 9/20/88

MAIL ROOM 331-7000

PART II — DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

The Department of General Services has no jurisdiction over entries made in Column 16 of STD. Form 73. Our approval covers Columns 1 — 15 and 17 only.

SIGNATURE

*Randy Owyang*

APPROVAL NUMBER

88 418

TITLE

*Statewide Records Mgr. Officer*

DATE

10-13-88

PART III — ARCHIVAL SELECTION (Per Government Code Section 14755)

## THE ATTACHED RECORDS RETENTION SCHEDULE:

☐ Contains no material subject to further review by the California State Archives.

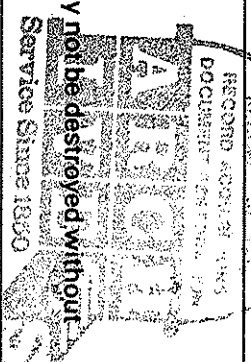
☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Section 1614.)

SIGNATURE — CHIEF OF ARCHIVES

*John F. Burns*

DATE

NOV 3 1988



DEPARTMENT, BOARD OR COMMISSION

Business, Transportation & Housing Agency

BILLING CODE

72000

DIVISION, BUREAU OR OTHER UNIT

CUBIC FEET (Total Schedule)

28 170

ADDRESS

1120 N Street, Suite 2101

SCHEDULE NUMBER

PAGE NUMBER(S)

SCHEDULE DATE

Agency #4

4 of 4

IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule:

SCHEDULE NUMBER

PAGE NUMBER(S)

SCHEDULE DATE

APPROVAL NUMBER

APPROVAL DATE

## RECORDS DISPOSITION SCHEDULE

STD. 73 (REV. 6/77)

See instructions on reverse  
and in SAM 1646-1646.7

DEPARTMENT (1) <b>Business, Transportation &amp; Housing Agency</b>		SCHEDULE NUMBER (2) <b>Agency #4</b>	DATE (3) <b>8/23/88</b>
ORGANIZATIONAL UNIT		PAGE <b>1</b>	OF <b>1</b>
ADDRESS (number, street, city) <b>1120 N Street, Ste 2101 Sacramento</b>		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER  (6)	CUBIC FEET  (7)	TITLE AND DESCRIPTION OF RECORDS  (8)	RETENTION (Number of years in addition to current year)					REMARKS  (14)
			OFFICE (9)	STORAGE			EXEMPT (13)	
				DEPT. (10)	SRC (11)	TOTAL (12)		
1	140	AGENCY CORRESPONDENCE:						
		(A) Departmental Correspondence and Correspondence with individuals regarding Departmental policy and Departmental Issues	2			2	State. Noting Archives	The Department Correspondence is sorted: The correspondence which is duplicated (in which the Agency's Departments also have and retain copies) is discarded and the remaining correspondence is sent to the State Records Storage Center
		(B) Correspondence with both Department s and individuals regarding Departmental Issues and Governor's Office Correspondence (Goldenrods)	2		4	6		" "
2	22	LEGISLATION	2	2	2	6	State. Noting Archives	
		Senate and Assembly Bills we are following; Analyses and additional background information						We retain these in the Office for the Legislative Session (2 years), and then for 2 years in the State Records Storage Center.
3	8	AGENCY ACCOUNT DOCUMENTS	2		4	6		